

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275

Minutes of Regular Meeting  
November 19, 2012

**Call to Order.**

The Allenstown Select Board Meeting for November 19, 2012 was called to order by The Chair at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandy McKenney.

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee/Zoning Board of Adjustment; Ron Pelissier, Road Agent

Allenstown Staff: Rob Martin, AFD; Shaun Mulholland, APD; and Paul Apple, Town Administrator.

**Citizens Comments:**

Mr. Anderson stated that he wanted to put in a Warrant Article for changing the application for Building Permit so that they can have the applicant notify the Police and Fire Department. Mrs. McKenney asked if that is something that can be legally done. Mr. Gryval stated that many towns already to it. There was discussion of rather this needed to be done by a Warrant Article or if they could just make the changes.

Chief Mulholland suggested that they should make it easy for people and that each department review Building Permits either weekly or monthly to see if they need to check into the work being requested. The Board reviewed a proposed Warrant Article for the revisions to the application. Mr. Anderson stated that people would not need to go to each department but just to notify them of the work to be done. Mr. Anderson clarified that he is concerned with building a house or an addition not fences, sheds, railing, or decks. The Chair stated that he thinks it should

be signed off on and agrees with Chief Mulholland's suggestion of the department heads coming in and signing off on it. He stated that he will pass it on to the Zoning Board and will keep the Select Board informed.

#### **Review and Execute the Contract and Revision of the Allenstown Suncook River Hazard Mitigation Plan Update 2014**

Mr. Apple stated that the contract is reproduced in their materials and was given to them electronically as well. Chief Mulholland stated that at some point they will have to decide who will be on the committee. The Chair asked him if he has a list of recommended people to be on the committee.

Mr. Apple suggested that the four major department heads and a selectman make up the committee. Chief Mulholland reminded the Board that there needed to be someone from the Planning Board on that. There was discussion of the procedure and how to begin the process.

Mr. Apple suggested that they put it on the agenda to pick a committee in January. Chief Mulholland stated that he thinks that the Fire Chief, Police Chief, Road Agent and the Code Enforcement Officer to be on the committee. Mr. Gryval asked if anyone would like to volunteer to be the lead person. There was further discussion of who to ask to be the lead person. Mrs. McKenney stated that she would like to see Chief Martin be the lead person. Chief Martin stated that he would be the lead person.

Motion. Mr. Gryval made a motion to execute the letter of agreement between the Town and Central NH Planning Commission for the Allenstown Suncook River Hazard Mitigation Plan Update 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

#### **Meet with the Department Heads for the monthly department updates**

Mr. Apple stated that this update was originally scheduled for the October 29<sup>th</sup> during Hurricane Sandy therefore the period is now six weeks. Mr. Gryval stated that they had discussed going over the Department Heads goals at that update and asked if they were still doing that. The Chair stated that the Department Heads wanted to do that in non-public which they will be doing later on.

#### **Police Department**

Chief Mulholland stated that he would update them on the Emergency Management first and distributed a report to them. He stated that Short-term Recovery course is scheduled for him to go in January to Maryland for one week. He also stated that they have three people scheduled for the Enhanced Unified Command Incident course in April. Mrs. McKenney asked why Mrs.

Demers is scheduled to go to the course instead of Mrs. Rogers. Chief Mulholland stated that Mrs. Demers was originally scheduled to go and will be assisting them in the future. He also stated that Mrs. Rogers has not completed the prerequisites to participate in the course.

Chief Mulholland stated that he discussed the third item on the report and that the Board should make some decisions of whom they want on that. He also stated that they will be working on their training plan for 2013 in December. He stated that they just did the After Action Review which he will discuss later.

Chief Mulholland stated that the budget status has not changed. He stated that they did the semiannual maintenance for the generators today which is the one remaining cost that we have planned for. Chief Mulholland asked Mr. Apple to make sure that Mr. Smith does not include the surplus in the grant line as extra money because it's not.

Chief Mulholland stated that for their acquisition projects, property land owner number thirty-three moved out today and they are expecting to close on that soon. He stated that property twenty-four is in the foreclosure process so that will take a bit longer. He stated that State Funded Projects, they are going to be demolishing property thirty-two within the week. Chief Mulholland also stated that looking at a closing date of December 27<sup>th</sup> for 52 Riverside Drive. He stated that this will be their last homes project.

Mr. Gryval stated that he has spoken with two different residents who want to know if they are going to continue with the project. He stated that he told them he didn't know and that a decision hadn't been made yet. The Chair asked if these citizens did not qualify for it and would not qualify with the new criteria. Chief Mulholland stated that is correct unless something changes but they don't know what is going to happen with the Fiscal Cliff.

Chief Mulholland stated that with the EMPG project, they are just waiting for some canceled checks for the shelter trailer and will be getting reimbursed 100% for that. He stated that there are nine communities that have signed on for the Regional Shelter Agreement. He stated that they have already had one training event with another one being scheduled.

Chief Mulholland stated that the 2012 Exercise Program is now complete after the Wall and Fire Exercise. He stated that they did the After Action Review which the Board will be getting a copy of for review. They will be meeting the first week of December to begin working on the Exercise Plan for next year. He informed the Board that there will be a communication exercise on how to use the technological devices they have and a workshop on that as well. He stated that for the Recovery Plan he has the grant application for that which is due January.

Chief Mulholland stated that Seacoast Incident Management Team has training in December and a full week certification in January which will make them the only certified team in the state of

NH. He stated that he is hoping they will be a type 3 team which is all part-time status for that purpose. He stated that there is nothing new on FEMA Region 1; there is a conference call in January for that. He stated that the FEMA Challenge Committees Grant application has been submitted. Chief Mulholland stated that he applied for a National Wildlife Federation grant and they will be getting 250 trees free of charge to help with flood management. He stated that he would like to get the Boys and Girls Club to help put those in and if not he will get some prisoners to come in on that Saturday.

### **Police Department**

Chief Mulholland stated that for Personnel they have two officers graduating from the Police Academy on December 21<sup>st</sup>. He also stated that there is a status update listed on his report for their review.

Chief Mulholland stated that his vehicle has a blown gasket which would cost \$1700 to repair. He stated that the car has a lot of miles on it and the transmission is going as well. He stated that the car could possibly die soon. Chief Mulholland distributed a Purchase Order for next year's car which they would normally be submitting for March but are requesting it for the end of January. He also stated that they have three different bids for the vehicle. Chief Mulholland stated that he would get cruiser number two and the new vehicle would go into patrol.

Chief Mulholland stated that they are continuing to research the Police Tab/Fire Tab and are working with the Fire Department on that. He expressed concern that they may not have the time to test that before they have to purchase it therefore, they may have to encumber some funds to be able to purchase it.

Chief Mulholland stated that there is nothing new to report on the Budget Status.

Chief Mulholland expressed concern in the criminal activity for the month as the arrests are down but criminal incidents are up slightly. He stated that the arrests are down because he doesn't have the proper staff for self-initiated arrests. The Chair asked if there is a specific criminal incident that is up. Chief Mulholland stated that there is no particular pattern of the crimes. He stated that the concern is that they were making progress but now they are holding line.

The Chair asked what a call for service was. Chief Mulholland stated that it is for anything asks for them to check something out. He explained that everything starts as a call for service and then goes to an incident if necessary. He stated that they have had someone call in a homicide and then they get there and it's someone screaming which would qualify that as a call of service. The Chair asked about the accident in front of Subway and what happened. Chief Mulholland stated that it is still being investigated but that the individual was taken to the hospital.

## **Fire Department**

Chief Martin stated that they did the live exercise at 1 Albin Ave and assisted Chichester with that burn. He stated that Mr. Gryval was present and that it went very well. Chief Martin stated that the Tabletop Exercise has been completed. He stated that they have been doing some cold weather emergencies. Chief Martin stated that Electrical Emergency Safety and had a PSNH Representative come down to explain what to do if a wire is down.

Chief Martin stated that the EFP Grant is still pending and has not heard anything at this point. He stated that for the ADP Program they got back a grant for the waste water. Chief Martin stated that they had one member attend a Fire Inspector 2 class and is waiting for the results to come in on that.

Chief Martin stated that all vehicles are in service but that Engine 4 went out of service on October 18<sup>th</sup> during a call. He explained that the turbo hoses and lines all came off on Deerfield Road. He stated that the invoice has been paid for that which was about \$200. He stated that they received a command box which is now in the back of the SUV and still needs a radio installed. Chief Martin explained that Bay 1's overhead door had a spring break on October 24<sup>th</sup> but has been repaired.

Chief Martin stated that they are still waiting on opticom system on Route 3 and School St from the lightning strike. He stated that they are also waiting on the system for Ferry St and that both of these are insurance claims. Mr. Apple stated if they had called him. Chief Martin stated that they did and he transferred them to Don Peloquin to answer her questions.

Mr. Gryval asked if he has plans for replacing Mr. Peloquin if he doesn't come back from Florida. Chief Martin stated that East Coast Signals does take care of the opticom system and that Mr. Peloquin did give them names of other companies if there is work that needs to be done.

Chief Martin stated that the Forest Ranger had approached him two weeks ago to see if he was still interested in the forestry tanker but hasn't heard anything more from him.

Chief Martin stated that Apparatus Committee is still working on some specifications. He stated that they have been getting some quotes for used engine parts. He stated that he spoke with Mr. Apple about some issues that they will be presenting to the Board within the next few weeks. Chief Martin stated that they held their open house and had about 25 residents walk through.

Chief Martin stated that they did some Fire Extinguisher training for the supervisors at the mill. He stated that they did some hurricane preparation training which included; vehicle equipment and staffing checklists. He stated that they got the bid for the Pittsfield Filing System and has all the salvage rights for that. He stated that they got roughly \$1100 in recycling fees for that.

Chief Martin stated that former Fire Chief Don Peloquin will be retiring on December 3<sup>rd</sup> and those they are planning a dinner on December 27<sup>th</sup> and they are working on a citation for him to be circulated.

Chief Martin stated that they are at 32% left on the Budget with some items going over because of unplanned expenses. He stated that they are working with the Police Department for iPads to use for inspection programs and networking with the Police Department. He stated that the Budget Committee reviewed the proposed budget and completed it.

Chief Martin stated that for the stats there were eight hours of inspections and 82 calls of service. Mrs. McKenney asked if the inspections were house inspections or building inspections. Chief Martin stated that they are still doing building inspections and will complete them by the end of the year. He stated that most people are passing them with a few minor violations. Mrs. McKenney asked him if they went to the schools during Fire Week. Chief Martin stated that they did not because the schools were doing testing during the month of October.

The Chair asked him why they are getting Pittsfield's system. Chief Martin stated that they didn't want the system because it was going to be too much for them to repair it. He explained that the system includes sweep boxes, filing cables, a digitizer and a whole bunch of other boxes they don't want.

#### **Highway Department**

Mr. Pelissier stated that they still have one employee that is on light duty for about eight to ten weeks. He stated that the employees can drive a one ton and work the transfer station a few days a week.

Mr. Pelissier stated all the vehicles are being prepped this week for the winter months but there are no issues with the trucks. He stated that the sander racks are almost done on the Transfer Station with the exception of wiring the block heaters in the lights. He spoke to the electrician and they will be able to save some more money because they can drop the wattage on the lights.

Mr. Pelissier explained that they will be taking down the old sander racks and that they are going to make a ramp so that they can dump from the one ton truck into the dumpster. Mrs. McKenney asked about the recycling not being done this Thursday because of the holiday and if they will be able to do all the recyclables the next week. Mr. Pelissier stated that they did put a notice up saying that the Transfer Station will be open on Saturday because they are not picking up on Thursday and that they will be picking up next week.

Mr. Pelissier stated that they are going to enclose the hut completely and have it as a secure storage. He stated that they are putting a roof on the shed for where the packer is parked. He stated that they are going to use the building from 1 Albin Ave.

Mr. Pelissier stated that the recycling is going very well. He stated that they are doing between 30 and 40% with only a few residents having issues. He explained that one resident is not allowed to use the transfer station until further notice. He stated that she will have to meet with himself or the Board before she will be allowed back and that they had to get the Police Department involved for that.

Mr. Pelissier stated that they are almost done with road work for the year. HE stated that there are minor things to do on Cross ST. He also stated that they are almost done with the chipping of the brush for the year. Mr. Pelissier stated that they will be picking up leaves for the rest of the year and will be setting up the schedule for doing so. Mrs. McKenney stated that she received a call from a resident whom called the Highway Department because she had 10 bags and that the crew went right down and took care of that and was very appreciative.

The Chair stated that he noticed that people on Cross St are parking half on the sidewalks and asked if they are supposed to post anything. Mr. Pelissier stated that they are not supposed to be parking on the sidewalks. Chief Mulholland stated that there is a State statute that says you can't park on a sidewalk so that they don't need to paint or post anything there. The Chair asked if it would be smart of them to change which side of the street people can't park on. Chief Mulholland stated that his recommendation was that they park on the other side then what it is now but there was opposition on that.

### **Executive**

Mr. Apple stated that the Building Inspector's probationary period ends in January and they will be discussing his goals to see where he's at then. He also stated that the relationship with the Deputy Town Clerk seems to be going very well. Mrs. McKenney asked how long she is here for. Mr. Apple stated that she is here until March.

Mr. Apple stated that Mr. Smith's budget status memo is included in their materials. He stated that Mr. Smith's first estimate on the surplus looks encouraging and that they will be finishing ahead as they have in the last several years. He stated that he will give the Board a percentage as soon as he has that number.

Mr. Apple stated that the renovations continue on the Town Hall. He stated that the electrician has pulled a lot of the old wiring out of the ceiling that they are not allowed to use in commercial buildings anymore. He stated that they do have a temporary ramp which means they will not have to close during the final stages of the construction.

Mr. Apple stated that they are having an issue with the boiler and are in the midst of getting three estimates to replace it.

Mr. Apple stated that there is a Public Hearing of the Budgets to be on January 12<sup>th</sup> with a snow day for January 15<sup>th</sup>. He also stated that the Town Hall will be open from 3pm to 5pm on Friday, February 1<sup>st</sup> because it is the last day that candidates can file their paperwork. Mr. Apple asked the Board about doing a deliberative session on February 2<sup>nd</sup> with a snow date of February 9<sup>th</sup> the School Board going first. The Board approved the date for the deliberative session.

Mr. Apple stated that the Tri-Town Joint Board met on November 6<sup>th</sup>, the draft budget was presented to the Budget Committee and approved. He stated that they have another meeting coming up. He stated that they look to be on schedule to take over on January 1<sup>st</sup>. Mr. Apple stated that the Joint Board will be meeting with the employees to try to give them a heads up of what is going to change or stay the same.

Mrs. McKenney stated that she got an email from Ms. Booker that Tri-Town is having a meeting in December but that she didn't say anything about a joint meeting. She stated that it could be the same meeting but she doesn't know. Mrs. McKenney asked if they got any applications for a Joint Board member from Allentown. Mr. Apple stated that they have not gotten anything and asked for the Board's ideas. The Chair stated that he should re-advertise the position.

Mr. Apple stated that the contract documents and surveys for Safe Routes to School are ready and are going to be submitted to the DOT Project Manager by the end of this week so they are still looking to go out to bid in January. Mr. Apple stated that he is taking the second day of LPA training on November 30<sup>th</sup> so both himself and Mr. Pelissier will have the necessary training to run the project.

Mr. Apple stated that the Economic Development Committee will be meeting in December. He stated that they had a productive meeting last time and finished their goals and objectives.

Mr. Apple stated that he does not have anything new on the Ferry St Boat Landing to report.

Mr. Apple stated that he has not heard from Chief Lane yet with respects to the survey that he did on Election Day. Mrs. McKenney said she spoke with his wife and that there were 175 people who did the survey.

Mr. Apple stated that they have all seen the renovations on the Town Hall and that they are in the final phase. He stated that he spoke to the contractor and that they will be done well in advance to the end of the year. Mr. Apple stated that the sheet rocker will here on Wednesday and the new cabinet piece will be installed the following Friday.



Mr. Apple stated that Budget Preparation is complete and that he will be working with Mr. Smith on the MS-7 for signature by the Budget Committee.

Mr. Apple stated that they have started preliminary discussions with a solid waste contractor to set an agenda for what happens post withdrawal in 2014 from the Co-op. He stated that they are trying to get some basic numbers and have a meeting with all of the people who participated in Co-op Withdrawal to discuss what the next step is.

Mrs. McKenney asked if the boiler will be done this year so that will be from this year's money. Mr. Apple stated that he is trying to get the estimates done for that but that they may have to encumber the funds.

#### **Appointment of Bruce McDougal the Deputy Building Inspector/ Code Enforcement Officer**

Mr. Apple stated that he thinks they have discussed the matter and because it is a matter in litigation he prefers not to discuss this in public session but that it is in furtherance of the plan on that discussed with counsel.

Motion. Mr. Gryval made a motion to appoint Bruce McDougal as the Deputy Building Inspector/Code Enforcement Officer effective November 19, 2012 and ending June 1, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

#### **Meet with Chief Martin regarding Call Fire Fighter**

Mr. Apple apologized to Chief Martin as this was on the agenda for October 29<sup>th</sup> but then the meeting was canceled and it was not rescheduled. He stated that Chief Martin is looking to bring in a call fire fighter. He stated that it is in their materials for review and that they can be prepared to act on it next week if needed.

Mr. Gryval asked if the candidate has any firefighting experience. Chief Martin stated that he does not have any experience but that he is a paramedic and was a medic in the Army. He stated that the candidate came down and did some EMS training with them and is interested in getting into Firefighting as a career. Mrs. McKenney asked how much that would cost. Chief Martin stated that he would go to the Fire Academy and would cost about \$400.

Mr. Gryval asked about putting a new person on as a trial basis and seeing what their activity with the department is. Chief Martin stated that they do that and that everyone is on probation period for a year. He stated that they don't send anyone to class until they are comfortable that they will make it. Mrs. McKenney asked what he would be doing. Chief Martin stated that he

would be going on EMS calls because he is a paramedic. He stated that he believes the candidate will do well. Mrs. McKenney asked Chief Martin to bring him in so that they can meet him and then they will vote to appoint him.

#### **Meet with the Department Heads regarding Department Head Goals**

Mr. Apple stated that the memos that were sent out were included in their materials. The Chair stated that they were going to meet with the department heads in public unless they asked to do it in non-public.

The Chair asked Chief Martin if he has received and read the memo that was distributed and if he has any questions that he would like to go into non-public about. Chief Martin stated that he doesn't have anything that he would like to go into non-public about. He also stated that he did have one question concerning the memo. He stated that he had submitted for some grants over the years and wants to know what the Board is looking for. The Chair stated that they want to him to apply for a grant which he is doing so to not worry about it.

The Chair asked Mr. Pelissier if he has received and read the memo that was distributed and if he has any questions that he would like to go into non-public about. Mr. Pelissier stated that he doesn't have anything that he would like to go into non-public about. Mr. Pelissier stated that he cannot do item C as it is dated for May 31, 2012. Mr. Apple stated that that was a typo and it should be changed to May 31, 2013 so to just change that.

Mr. Pelissier stated that he does have the inventory on the catch basins but that they haven't done the GPS Satellite on that. He stated that he has a whole folder made up for them. The Chair stated that they attended a Sewer Department meeting last year and they have software that shows were all that is and he may want to get together with them on that. Mr. Apple stated that John Jackman is the guy that would know about that. Mr. Pelissier stated that he has an idea for the grant. He stated that he just completed a grant class a month or so ago.

The Chair asked Chief Mulholland if he has received and read the memo that was distributed and they are looking for a department goal or a personal goal and can talk to them if they are looking for the department goal. Mr. Gryval stated that it may be a good idea to go into non-public for this.

Mr. Apple stated that before they go into non-public, he doesn't have any questions for the Board. The Board determined to go into non-public.

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91: A Section 3:2a at 7:30pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to go back into public session at 7:45pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the minutes of the previous non-public session. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

#### **Purchase Order, Abatements, Other Business**

Mr. Apple stated that there is a Tax Deferral for a disabled person that Mrs. O'Callaghan has asked for the Board to sign. He stated that this is the sixth year that the resident has asked for a deferral and there will be a lien on the property upon receipt of deferral. He stated that when the resident goes to sell the property or passes away the lien has to be paid. The Chair asked if he qualifies for any of the other credits or exemptions. Mr. Apple stated that he does not.

Mr. Apple distributed an Elderly Exemption to be executed. The Chair asked if this is the one that is reduced by a certain amount of money that does not have to be paid back. Mr. Apple stated that that is correct.

Mr. Apple distributed two abatements that involve abating that portion of the tax that arises during the ownership of the Public Housing Authority and therefore are exempt from that tax. Mr. Apple stated that the final abatement is for an individual that the Board agreed to abate the taxes in the summer and they need to abate the second half.

Motion. Mr. Gryval made a motion to abate \$272.13 for 9 Swiftwater Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to abate the taxes at 21 Ferry Street for \$1,909.25. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to abate the taxes at 1 Parkwood Drive for \$253.34. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Apple asked if they need a non-public to grant a request for additional time for the non-public that was originally scheduled which respect to the employee. He stated that he had sent them a draft copy of the order by email and if there is a motion to approve the order he will make sure that goes out. Mrs. McKenney asked if she had communication with anyone. Mr. Apple stated that he understood that she communicated with the three of them. Mr. Gryval and Mrs. McKenney stated that they had not received any communication. Mr. Apple stated that the request is that she have two weeks and that it be rescheduled until December 3<sup>rd</sup>. The Board determined to grant the request and to reschedule the non-public to December 3<sup>rd</sup>. Mrs. McKenney determined not to sign the order however, Mr. Gryval and the Chair executed the order.

### **Planning Board**

The Chair stated that the Planning Board had a good meeting and that they have an end to the Donigian property thing. The Chair stated that Mr. Donigian will be re-petitioning the Select Board and that the Planning Board has already approved of it.

### **Budget Committee**

Mr. Gryval stated that all of the municipal budgets have gone through the Budget Committee and have been approved. He stated that the Budget Committee's budget will be larger than the Select Board's proposed budget because of the additions to the Fire and Police Department. He stated the Sewer Department's budget was approved and that they had two members who recused themselves and did not vote because of their positions on the Sewer Department.

Mr. Gryval stated that they have already started preparing for the Public Hearing and the Deliberative Session. He stated that he, Mr. Apple and Chief Mulholland had a meeting last week to begin working on that. He stated that they are going to work again with the Budget Committee to do the presentation and may be working with School Board to some degree to have a unified approach to the Budget this year. He stated that as Mr. Apple explained the date has been set and that the School Board is to go first.

### **SVRTA**

Mrs. McKenney stated that they had a meeting but they didn't have enough people to have a meeting so they just had a discussion. She stated that they are going to have another meeting at the beginning of December.

Mrs. McKenney stated that the insurance thing went out to two different companies to get prices but that it is not going to go anywhere this year and there will be no charge to any of the communities. Mrs. McKenney stated that she worked on having a list of things to discuss in regards to things that have been contracted out. She stated that they are going to work on getting more people to come.

Mrs. McKenney asked if they really have 68 employees with insurance. Mr. Apple stated that there are 42 employees who include the Sewer Department and retirees. Mr. Gryval stated that if she could get that board to come together it would be very important to have that relationship and would be beneficial to all of the communities.

#### **Old Allenstown Meetinghouse**

The Chair asked how the archeological dig went. Mr. Gryval stated that it was postponed until the spring because of the storm that came through that weekend. He stated that Hurricane Sandy did some damage to the roof of the building. He stated that all they are being charged for is the materials used to repair the damage to the roof.

#### **Tri-Town Ambulance**

The Chair stated that they have already discussed this.

#### **Record Retention Committee**

Mrs. McKenney stated that they have not had a meeting but was thinking about that today and wonders how busy Mrs. Rogers is. Mr. Apple stated that they are in the midst of the learning curve with Mrs. Rogers right now. Mrs. McKenney suggested that they have a meeting once a month to make sure nothing has changed.

#### **Safe Routes to School**

The Chair stated that they have already discussed this.

#### **Economic Development**

The Chair stated that they have already discussed this.

#### **Town Hall Renovations**

Mr. Gryval asked if the security door has been put in upstairs yet. Mr. Apple explained that will be done at the end because it has to be wired. He stated that he may have to encumber some money for that.

## **Manifests**

Mr. Apple stated that he has a manifest for November 5<sup>th</sup> and November 12<sup>th</sup>.

Motion. Mr. Gryval made a motion to ratify the manifest for November 5, 2012 in the amount of \$25,593.97. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to ratify the manifest for November 12, 2012 in the amount of \$91,774.15. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

## **Review and Approve Minutes**

Mr. Apple stated that he got Mrs. McKenney's revisions and made the changes to them. Mr. Gryval asked if the revisions were all typographical changes. Mr. Apple stated that they were nonsubstantive changes to the minutes. He explained that he digitalized the signature page so that it is more readily identified with the date.

Motion. Mr. Gryval made a motion to accept the minutes as corrected for October 1, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to accept the minutes as amended for October 15, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to accept the minutes as amended for October 22, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to accept the minutes as amended for November 5, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

### **Other Business**

Mr. Gryval asked Chief Mulholland about the Retirement information he has been sending them and if the latest document sent the one that will go through. Chief Mulholland stated that the legislation has changed and that this issue is not going to go ahead and that he does not know what this going to happen now. He stated that he suspects that the hybrid plan and the cash balance plan will be put forward for the legislation.

Mr. Gryval asked what he thinks the timeline will be. Chief Mulholland stated that he thinks there will be some legislation formed in the fall. He also stated that there will be committees meeting over the summer so if they have a position they should voice them to those committees. There was further discussed how the legislation is making decisions on what they are going to pay and that the Town needs to determine what they want to do. It was discussed that LGC has not given them advice on what to do regarding this matter. Mr. Apple stated that he will ask them about it and get back to the Board.

Mrs. McKenney stated that she had a resident call regarding being happy to receive her tax bill and that she came right down and paid it. She also stated that another resident called to say that Mrs. Rogers was very helpful with some registration things she needed to do.

Mrs. McKenney asked who was going to take care of the letter that they got from the Pembroke Sewer Commissioners. Mr. Apple asked that she had asked him to send their Warrant Article to counsel which he did. He stated that DRA has responded and he is expecting an opinion letter within the next few days.

Mrs. McKenney stated that she got a copy of the Sewer Intermunicipal Agreement which states that the money has to be used. Mr. Gryval stated that she is looking at what is in effect right now but that they are looking at changes it. Mrs. McKenney stated that she knew they had a Warrant Article but that she didn't know they were looking to change the agreement.

Mrs. McKenney asked Mr. Apple if he found anything about the Master Plan. Mr. Apple stated that he has not find the letter with the figures in it. He stated that he can ask for another copy of the letter.

Mrs. McKenney stated that Arthur Houle called her about some property on Ferry Street that he is trying to sell. She stated that there is a lien on the property from 2004 and that someone was supposed to call Mr. Apple today. Mr. Apple stated that no one called him today. Mr. Gryval stated that they should stay out of it.

Mrs. McKenney asked how the website was coming along. Mr. Apple stated that there is nothing to report at this time.

Mrs. McKenney asked if the School has turned any money back right now. Mr. Apple stated that he gave them the amounts but he has not received a check from them.

Motion. Mrs. McKenney made a motion to appoint Bob Lee as an alternate on the Planning Board and full-time Zoning Board member. The motion failed for lack of second.

Mrs. McKenney asked if they were going to have an Appreciation Day. The Chair stated that they need to set a date for the first or second week in December. Mr. Apple stated that he will check with the Department Heads to see what date will work for them and get back to the Board.

Mr. Gryval stated that he would like them to consider a Warrant Article to increase the Elderly Exemption and asked Mr. Apple to get some figures from Mrs. Severance as to what a tax impact would be to do that. He stated that there have been a few increases in social security benefits for the elderly and he is curious how that would work.

Motion. Mrs. McKenney moved to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.



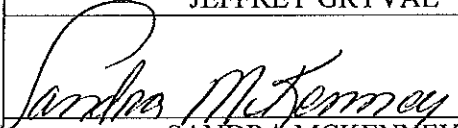
The Chair adjourned the meeting at 8:30pm.



TOWN OF ALLENSTOWN  
SELECT BOARD  
MEETING MINUTES  
November 19, 2012

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**Signature Page**

Original Approval:	
 JASON TARDIFF	12-17-12 DATE
 JEFFREY GRYVAL	12-17-12 DATE
 SANDRA MCKENNEY	12-12-12 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE